

Fund for Veterans' Assistance
Veterans' Mental Health
Addendum VI – Questions Received through January 2, 2014

	Question Received	Answer
1.	I am working with XYZ. A nonprofit organization, we provide substance abuse treatment services to a large portion of South Texas. Would substance abuse treatment be an eligible activity under this grant?	<p>Page 3 of the Request for Applications addresses the priorities that will be used by the advisory committee in making funding recommendations. Activities of a substance abuse treatment program that may be considered are:</p> <ul style="list-style-type: none"> • Addressing any gap in mental health services • Provision of Services from mental health care professionals, especially to Veterans and family members living in rural areas • Provision of mental health services that specifically relate to mental health issues resulting from military service • Provision of Therapy to Veteran family members regardless of the participation of the Veteran
2.	<ol style="list-style-type: none"> 1. Are funds to be used primarily to enhance the services of an existing center for veterans or can funds be used to develop a center to serve veterans? 2. Are social work services considered to be mental health services or is the emphasis of this program on providing psychological counseling services? 3. Must mental health services be provided potentially to all eligible veterans who are students at the university or must services also be open to veterans in the community? 	<ol style="list-style-type: none"> 1. Page 3 of the Request for Applications addresses the <i>priorities</i> that will be used by the advisory committee in making funding recommendations. "<i>Sustaining or expanding</i> Peer Networking Centers" is listed as a priority. Page 4 of the Request for Applications notes that "Projects funded under the Veterans Mental Health Grant program should emphasize direct services to Veterans and their families and may include ... Peer Networking Centers." Developing a center is not excluded. 2. Please see Page 4 of the Request for Applications, Section I. Purpose and Overview: <p>"The Texas Veterans Commission is authorized to use funds appropriated to the FVA to administer this grant and make reimbursement grants to address the mental health needs of</p>

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		<p>Veterans and their families. Projects funded under the Veterans Mental Health Grant program should emphasize direct services to Veterans and their families and may include:</p> <ul style="list-style-type: none">• Peer sessions, group sessions, Veteran family member counseling, Post-Traumatic Stress Disorder (PTSD) services, Traumatic Brain Injury (TBI) services, equine therapy, co-occurring diagnosis counseling, and other types of counseling.• Peer Networking Centers, locations operated by Eligible Applicants, which includes staffing by Veterans, for Veterans and their families, where they are comfortable interacting with their Peers to learn about accessing resources and services for their benefit.” <p>3. The applicant organization is able to define who will be eligible to receive services described in the Proposed Project under the Beneficiaries Section of <i>Appendix I – the Application</i>. The Request for Applications defines beneficiary as:</p> <p>“Beneficiary. A member of the target population served by the Grantee’s organization. For purposes of this grant, the Beneficiary, is a Texas Veteran, Texas surviving spouse, or a Texas Veteran’s dependent.”</p>
3.	What are your definitions of "mental health services" and "direct services" to Veterans pertaining to project proposals for this grant application?	<p>Please see Page 4 of the Request for Applications, Section I. Purpose and Overview for the types of projects to be funded by the grant program:</p> <p>“The Texas Veterans Commission is authorized to use funds appropriated to the FVA to administer this grant and make reimbursement grants to address the mental health needs of Veterans and their families. Projects funded under the Veterans Mental Health Grant program should emphasize direct services to Veterans and their families and may include:</p>

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		<ul style="list-style-type: none"> • Peer sessions, group sessions, Veteran family member counseling, Post-Traumatic Stress Disorder (PTSD) services, Traumatic Brain Injury (TBI) services, equine therapy, co-occurring diagnosis counseling, and other types of counseling. • Peer Networking Centers, locations operated by Eligible Applicants, which includes staffing by Veterans, for Veterans and their families, where they are comfortable interacting with their Peers to learn about accessing resources and services for their benefit.” <p>“Direct services” and “mental health services” are not specifically defined by the Request for Application.</p>
4.	A department within our County was awarded a TVC grant for the XV-A funding cycle. This makes them ineligible to apply for the Mental Health grant. A different department is wanting to apply for the Veterans Mental Health grant to provide services for the veterans with mental health issues at the jail or on probation with the adult probation department. Can two county departments apply for a TVC grant?	<p>Section IV. Program Guidelines, E. Grant Funding Period, which starts on Page 8 of the RFA, states:</p> <p>Organizations may only be awarded one FVA grant at a time. Organizations may have an FVA grant and an H4TXH grant concurrently. <i>Additionally, department within units of local government may apply under separate applications for more than one grant.</i></p>
5.	Are there any special requirements for counselors in a program?	There are no special requirements for counselors under this grant.
6.	<p>I have two questions about indirect costs on the budget concerning an equine-assisted therapy program.</p> <p>1. Can facility-related costs include the costs to operate a horse facility that would include horse feed, horse care, clean up, electricity, repair and maintenance of the horse facility?</p> <p>2. Can the cost of a compilation audit for 2013 be reimbursed if the grant is awarded?</p>	<p>1. The “Supercircular,” or <i>Uniform Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements</i> found in 2 CFR Part 200 (200.56) defines Indirect Costs as those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objective specifically benefitted, without effort disproportionate to the results achieved.</p> <p>2. Page 4 of the RFA under Section II. Purpose of this Request for Applications, A. Term of this Grant states:</p>

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		<p>"Grants awarded under this RFA will begin on July 1, 2015 and end on June 30, 2016. Reimbursement will only be made for those allowable expenses that occur within the term of this grant. No pre-award spending will be allowed."</p>
7.	<p>I have the following two questions:</p> <ol style="list-style-type: none"> 1. The CPA has asked whether a disclosure letter is required with the Compilation of Financial Statements. 2. Is the Independent Review of Financial Statements required for the mid-range grants even if the nonprofit only has \$40,000 in revenue 	<p>1. The RFA defines Compilation of Financial Statements on Page 6 under III. Definitions of Key Terms:</p> <p><i>"Refers to the process whereby an accountant presents, in the form of financial statements, information that is the representation of management (owners), without undertaking to express any assurance on the statements. This may or may not be done by a third-party CPA."</i></p> <p>2. The minimum required financial documentation is determined by the amount of funding being requested, not by the amount of revenue an organization takes in. Please refer to the table on Page 10 which indicates what financial documentation is required based on the amount of funding required.</p>
8.	<p>Must financial documentation (audit) be included with the application packet, or could it be submitted at a later date?</p>	<p>Page 19 of the RFA under VIII. Application Package states:</p> <p><i>"A complete Application Package includes submission of original signature pages AND submission of the items below. Failure to complete all required forms OR to provide an authorized signature may negatively impact the application or result in ineligibility."</i></p> <p>The Application Package includes the following items:</p> <ol style="list-style-type: none"> 1. The Application Checklist 2. Appendix I – The Application (The True and Correct Statement of Appendix I – The Application MUST be signed and the signature must be original) 3. Resumes of the principal participants in the organization 4. Financial Documentation (per Section IV. H). for requested

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		<p>amounts of \$300,000 to \$500,000, the Financial Documentation MUST include a Management Letter from the CPA firm conducting the audit.</p> <ol style="list-style-type: none"> 5. IRS Tax determination letter regarding non-profit status, if not a unit of local government 6. Current federal indirect negotiated cost plan, if applicable 7. A copy of current professional liability insurance and/or malpractice insurance policy, if applicable <p>Section VI. Application Review and Award Process, starting on Page 17 of the RFA, notes that “applications received will be reviewed for eligibility and deemed Ineligible if one or more of the following applies: ... Minimum Financial Documentation is not provided.”</p>
9.	<ol style="list-style-type: none"> 1. Can I add additional rows to the worksheets in Part III— Budget Tables and Budget Narratives in Appendix 1- Application? 2. Can I use “To Be Determined” for employee names in the A. Salary and Wages and B. Fringe Benefits worksheet or do I have to have specific names? <p>For example, we have specific licensed massage therapists (LMT), chiropractors (DC), acupuncturists (LAc), etc. in mind who will be contractors and/or part-time employees to be funded by the grant but the specific people may change before the grant is funded and they may change over the time of the grant. Can we submit titles or licenses required instead of specific names?</p>	<ol style="list-style-type: none"> 1. Applicants may add additional lines to the embedded Microsoft Excel budget tables. Be careful not to change formulas that are already included in the tables. 2. Applicants may use “To Be Determined” for employee names in Tables A and B. However, the other information should still be included, such as position name, time allocated to grant, salary, and the Budget Narratives. <p>Please remember that Contract Personnel or employees that are not on the organization’s payroll should be included under Table F.</p>
10.	<p>Does the person have to reside in the county I check in order to be served by my Therapeutic Equestrian Center? Not sure if I should just check the counties surrounding me or all of the counties in my region. I wouldn’t want to turn anyone away because of my mistake to include them on my Grant application!</p>	<p>Page 12 of the RFA states that applicants should “check all counties, regardless of region, that the Proposed Project will serve.”</p> <p>Applicants should check all counties in which anticipated beneficiaries reside.</p>

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11.	<p>Here is the information quoted from the Request for Applications, section IX B., p. 30: "For the electronic submission, the Application Package is to consist of two items: <i>Appendix I –The Application</i> in Microsoft Word format and all other applicable items listed in XIII. Application Package in PDF format." The "all other applicable items" include the following (briefly): The Application Checklist Resumes Financial Documentation IRS Tax determination letter regarding non-profit status Current federal indirect negotiated cost plan Copy of current professional liability insurance and/or malpractice insurance policy</p> <p>1) Do all of the items listed above need to be submitted in PDF format? 2) May any of this information be scanned and included in the electronic submission?</p>	<p>1) Yes, all items listed as part of the Application Package, with the exclusion of Appendix I – The Application, should be submitted as PDF files. 2) All items listed as part of the Application Package are to be submitted in both formats – both electronically and in hard copy format.</p> <p>If items listed as part of the Application Package exist only in hard copy, applicants can scan them as PDF files and submit them electronically as part of the electronic format submission.</p>
12.	<p>If we have a concern that we may not expend the full amount of the funds associated with our current FVA grant (Award No. VMH_14_0208) by June 30, 2015 and may therefore need to submit an amendment requesting an extension of the end date, can we submit an application for the 2015 – 2016 Veteran's MH Grant by the January 8 deadline that would be considered for funding?</p>	<p>Page 9 of the RFA states that "organizations may only be awarded one FVA grant at a time ... an organization may not have an overlapping or concurrent FVA General Assistance and a Veterans Mental Health grant."</p> <p>Current grantees may submit applications for funding to begin July 1, 2015; however, if an amendment requesting an extension is submitting and approved, the applicant would no longer be considered for funding.</p>
13.	<p>If we do not include general administration costs such as accounting and personnel/human resources in indirect charges, are we able to include them as a percentage of the budget?</p>	<p>Direct costs charged to the grant and included in Budget Tables A through H may include accounting and human resources costs if they are not included as indirect costs as well. Direct costs included in Budget Tables A through H must be broken out and listed by line item in the budget.</p> <p>Applicants should be prepared to provide adequate supporting documentation for all costs to be reimbursed. Page 8 of the RFA states</p>

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		that the grant is “awarded on a reimbursement basis” and that grantees will be reimbursed “for actual cash disbursements supported by adequate documentation as prescribed by the FVA.” Additionally, page 24 of the RFA, under Program Requirements, details supporting documentation: “Accounting records, including expenditure reports, shall be supported by source documentation as prescribed by the FVA.”
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